

INSTRUCTIONS

1. All information supplied in this report should be on the basis of actual records and all records, including books of account, invoices, credit memoranda, refund slips and all other evidence of every kind which will substantiate and prove the accuracy of the return as made on this form are required to be kept for three (3) years, and open to the examination of the North Little Rock City Clerk & Collector, or agent.
2. Unless otherwise specially instructed the total receipts to be reported in this return for the purpose of computation of tax due are the gross receipts of such business, including both CASH RECEIPTS AND CREDIT SALES. (Item 1 of return.)
3. **DUE DATE** - It is the duty of the Taxpayer to deliver the return on this form and payment to the North Little Rock City Clerk & Collector on or before the 20th day of each month for the preceding calendar month. The A&P Tax is due and payable as of the first day of each calendar month and shall be deemed delinquent if not paid on or before the first day of the next calendar month. (For example the A&P Tax for January is due the first day of February however it is not delinquent until the second day of March.)
4. **DISCOUNT** - If the A&P Tax is delivered to the North Little Rock City Clerk & Collector on or before the 20th day of the month in which it is due a 2% discount can be claimed on the Tax Due. (For example if there is a \$100.00 tax due for the month of January the taxpayer is allowed a \$2.00 discount if the tax is paid on or before February 20th, or if the envelope is postmarked on or before February 20th.)
5. **PENALTIES & TAX** - If the tax is not paid by the delinquency date (the second day of the month after the month in which the tax is due) a 5% penalty will be charged for each month past due up to 35% in aggregate; in addition to the penalty assessed simple interest on any unpaid A&P tax shall be assessed at the rate of 10% per annum from the delinquency date.
6. Acceptance by the North Little Rock City Clerk & Collector of tax remitted with any return shall not be conclusive as to the correctness of the matters set forth by the taxpayer in the return and shall not be finally determinative of the amount of tax liability.
7. Total "OTHER DEDUCTIONS" claimed in Item 3 of this return must be itemized, with each item identified and shown in separate amounts in the space provided below.
